

# District Coordinator Checklist for TELPAS Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the TELPAS section of the *Coordinator Manual*.

## Training

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- ☐ Prepare for Training
- ☐ Review TELPAS Administration Resources
- ☐ Attend Training
- ☐ Review and Sign Oath
- ☐ Designate Campus Coordinators for Each Campus With Enrolled ELLs
- ☐ Schedule Training Sessions
- ☐ Distribute Manuals
- ☐ Prepare for and Conduct Training Sessions
- ☐ Designate Technology Staff
- ☐ Schedule and Conduct Technology Staff Training Sessions
- ☐ Direct Technology Staff to Review Online Resources
- ☐ Designate Staff to Conduct Calibration Sessions
- ☐ Schedule Monitored Calibration Sessions
- ☐ Conduct Monitored Calibration Sessions
- ☐ Monitor Holistic Rating Training

# Prepare for Administration

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- ☐ Establish Procedures
- ☐ Maintain Documentation of Procedures Followed
- ☐ Implement Rating Support Requirements for Individual Raters
- ☐ Receive Login Information
- ☐ Create Role-Specific User Accounts
- ☐ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place
- ☐ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Administrations
- ☐ Coordinate and Conduct a Test of Online Testing Environment
- ☐ Become Familiar with the Assessment Management System Training Site
- ☐ Become Familiar with the TELPAS Online Reading Test Student Tutorials
- ☐ Enter or Upload Student Data
- ☐ Upload Corrected Student Data Files to the Assessment Management System
- ☐ Verify Extenuating Circumstances Data Collection
- ☐ Create Test Sessions and Generate and Print Student Test Tickets
- ☐ Sending Campus—Manage Students Who Withdraw BEFORE the Window Opens
- ☐ Sending Campus—Manage Students Who Withdraw ON or AFTER the Window Opens
- ☐ Receiving Campus—Manage Students Who Enroll BEFORE the Window Opens
- ☐ Receiving Campus—Manage Students Who Enroll ON or AFTER the Window Opens

## Monitor Administration

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- ☐ Ensure Proper Holistic Rating Procedures
- ☐ Ensure Proper Testing Procedures for Reading Tests
- ☐ Monitor Reading Tests
- ☐ Become Familiar with Reports That Assist in Monitoring Completion of TELPAS Administrations

## Complete Administration Process

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- ☐ Enter and Verify Holistic Ratings and Rater Information
- ☐ Verify Score Codes for Grades 2–12 Reading Test
- ☐ Verify Accommodations
- ☐ Check the TELPAS Combined Status Report
- ☐ Order Additional Reports Through the Assessment Management System by April 8

# Campus Coordinator Checklist for TELPAS Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the TELPAS section of the *Coordinator Manual*.

## Training

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- ☐ Prepare for Training
- ☐ Review TELPAS Administration Resources
- ☐ Attend Training
- ☐ Review and Sign Oath
- ☐ Designate Technology Staff
- ☐ Schedule and Conduct Training Sessions
- ☐ Direct Technology Staff to Review Online Resources
- ☐ Designate Raters and Verifiers
- ☐ Schedule Test Administration Procedures Training for Raters and Verifiers
- ☐ Distribute *TELPAS Rater Manual* to Raters and Verifiers Before Training Session
- ☐ Conduct Administration Procedures Training for Raters and Verifiers
- ☐ Designate Staff to Conduct Calibration Sessions
- ☐ Schedule Monitored Calibration Sessions
- ☐ Conduct Monitored Calibration Sessions
- ☐ Monitor Holistic Rating Training
- ☐ Designate Reading Test Administrators
- ☐ Schedule Reading Test Administrator Training Sessions
- ☐ Distribute *TELPAS Reading Test Administrator Manual*
- ☐ Conduct Test Administrator Training

# Prepare for Administration

## NOTES

- ☐ Ensure That Proper Writing Collections Are Assembled and Verified
- ☐ Establish Procedures
- ☐ Maintain Documentation of Procedures Followed
- ☐ Implement Rating Support Requirements for Individual Raters
- ☐ Create Role-Specific User Accounts
- ☐ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place
- ☐ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Administrations
- ☐ Coordinate and Conduct a Test of Online Testing Environment
- ☐ Become Familiar with the Assessment Management System Training Site
- ☐ Become Familiar with the TELPAS Online Reading Test Student Tutorials
- ☐ Download Files for Data Verification
- ☐ Verify Student Data Elements
- ☐ Update the Information in the Correct Fields in the Registration File
- ☐ Verify Years in U.S. Schools Data Collection in Consultation with LPAC
- ☐ Verify Extenuating Circumstances Data Collection
- ☐ Create Test Sessions and Generate and Print Student Test Tickets
- ☐ Sending Campus—Manage Students Who Withdraw BEFORE the Window Opens
- ☐ Sending Campus—Manage Students Who Withdraw ON or AFTER the Window Opens
- ☐ Receiving Campus—Manage Students Who Enroll BEFORE the Window Opens
- ☐ Receiving Campus—Manage Students Who Enroll ON or AFTER the Window Opens

## Monitor Administration

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- ☐ Ensure Proper Holistic Rating Procedures
- ☐ Ensure Proper Testing Procedures for Reading Tests
- ☐ Monitor Reading Tests
- ☐ Become Familiar with Reports That Assist in Monitoring Completion of TELPAS Administrations

## Complete Administration Process

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- ☐ Collect Rater Materials
- ☐ Collect Reading Test Administration Materials
- ☐ Enter and Verify Holistic Ratings and Rater Information
- ☐ Verify Score Codes for Grades 2–12 Reading Test
- ☐ Verify Accommodations
- ☐ Check the TELPAS Combined Status Report
- ☐ Return Signed Security Oaths from Campus Coordinator and Principal to District Coordinator

# Principal Checklist

This checklist will help you keep track of the activities and steps involved in preparing for the administration, conducting the administration, and returning materials. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Check off the steps below as you complete them to make sure you have fulfilled your responsibilities as a principal. This page may be duplicated as needed.

## Prepare for Administration

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- ☐ Attend training session on administration procedures.
- ☐ Know your responsibilities in ensuring rating accuracy.
- ☐ Collaborate with your campus coordinator to designate raters, writing collection verifiers, and other testing personnel and implement effective assessment procedures.
- ☐ In cooperation with your campus coordinator, select a sufficient number of test administrators to meet your campus needs.
- ☐ In cooperation with your campus coordinator, implement procedures to help ensure the validity and reliability of the holistic rating process during the TELPAS administration.

## Conduct Administration

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- ☐ In cooperation with your campus coordinator, ensure that all eligible ELLs on the campus are assessed and that test security is maintained.
- ☐ Ensure proper testing procedures.

## Complete Administration Process

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- ☐ Sign the TELPAS Student Rating Rosters.

## Rater Checklist

This checklist will help you keep track of the activities and steps involved in preparing for the administration, conducting the administration, and returning materials. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Check off the steps below as you complete them to make sure you have fulfilled your responsibilities as a rater. Detailed instructions for completing each step are included in the *TELPAS Rater Manual*. This page may be duplicated as needed.

### Training

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- ☐ Attend training session on administration procedures.
- ☐ Complete holistic rating training requirements.

### Prepare for and Complete Assessments

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- ☐ Assemble and verify grades 2–12 student writing collections.
- ☐ Prepare to rate your students.
- ☐ Rate your students.
- ☐ Create and manage test sessions for holistic rating information if so directed.
- ☐ Start and monitor rating test session.
- ☐ Enter rating information online if so directed.

### Return Materials

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- ☐ Prepare materials for return.

# Test Administrator Checklist

This checklist will help you keep track of the activities and steps involved in preparing for the administration, conducting the administration, and returning materials. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Check off the steps below as you complete them to make sure you have fulfilled your responsibilities as a test administrator. Detailed instructions for completing each step are included in the *TELPAS Reading Test Administrator Manual*. This page may be duplicated as needed.

## Prepare for Administration

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- ☐ Attend training session on administration procedures.
- ☐ Prepare students for online testing.
- ☐ Become familiar with the administration directions.
- ☐ Create and manage test sessions if so directed.
- ☐ Gather materials for testing.

## Conduct Administration

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- ☐ Ensure proper testing procedures.
- ☐ Start and monitor test sessions if so directed.
- ☐ Enter score code and accommodations information online for grades 2–12 reading test if so directed.

## Complete Administration Process

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- ☐ Prepare materials for return.